

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

AMC PAMPHLET
NO. 25-35

18 August 1998

Information Management

GUIDE TO CONTRACTING FOR TECHNICAL PUBLICATIONS

Table of Contents

	Page
SCOPE.....	1
PREPARATION	1
WRITING YOUR REQUIREMENTS.....	3
DOCUMENT SUMMARY LIST (DSL).....	6
APPENDIX A. COMMERCIAL STANDARDS LISTING.....	A-1
B. POLICY MEMO	B-1
C. SAMPLE DOCUMENT SUMMARY LIST.....	C-1
D. CDRL SAMPLES.....	D-1

GUIDE TO CONTRACTING TECHNICAL PUBLICATIONS

SCOPE

This guide, in conjunction with Army Materiel Command Pamphlet (AMC-P) 25-32, is intended to provide additional guidance and insight into the preparation of Technical Publications Statements of Work (SOW). Details are left to a minimum wherever possible since each acquisition has its own requirements and if specific contract language were provided, it may not be adequate to satisfy the requirements for your particular acquisition. The goal of this guide is to stimulate requiring activity personnel to think of what is exactly required to support their system and contract for that; no more and no less.

PREPARATION

Writing a good SOW starts with questions, not answers.

Question everything.

What is the maintenance concept? The maintenance concept drives the entire logistics train. Build your manuals around the maintenance concept. However, if it doesn't make sense to you challenge why that is the concept. If it isn't right, it will cause large problems later. Remember, your maintenance engineers will provide you with the maintenance concept. You can't start writing a good SOW until you know what types of publications are needed; i.e., operator and maintenance Technical Manuals (TM), Repair Parts and Special Tools List (RPSTL) TMs, Depot Maintenance Work Requirements (DMWR), etc. All these answers come from the maintenance concept.

Are commercial manuals available? This must be determined first, and if available, a two step acquisition must be employed. During step one, the commercial manuals are evaluated (Military Handbook (MIL-HDBK)-1221). During this step, the determination is made if these commercial manuals are acceptable, acceptable with supplementation, or not acceptable. Then in step two, you acquire the necessary supplementation (in accordance with (IAW) applicable specifications, standards, handbooks, and Data Item Descriptions (DID)) or prepare new manuals to applicable MIL-PRF and/or MIL-STD requirements.

Remember, the Army's intent is to make maximum use of commercial manuals when they satisfy MIL-HDBK-1221 criteria. Make every

effort, therefore, to accept or supplement the commercial manual instead of preparing a new manual. But, if you must change or supplement more than 50 percent of the commercial manual, it's best to prepare a new manual to applicable MIL-PRF or MIL-STD requirements. Also, don't overemphasize reading grade level. Your energy can be better spent verifying the commercial manual against the hardware, during the competitive "shoot" off, than spent counting syllables in words, words in sentences, sentences in paragraphs, etc.

Finally, make sure you obtain a copyright release from the vendor to **use and reproduce** the commercial manuals. Your legal counsel can help you with the exact language to include in your SOW. You'll need to get this copyright release as soon as possible in case you have to make extra copies of the manuals for In-Process Reviews (IPR), verification, etc. Without such a release, you cannot legally make copies of the vendor's copyrighted manuals. Read the copyright release carefully; you're looking for language which gives you **unlimited rights to use and reproduce (as many copies as you need)** the vendor's manual for government purposes.

Who and in what environment(s) will operate and maintain this equipment? This determines your target audience and the media that will best support the soldier in operating and maintaining this equipment. Determine if the entire spectrum can best be supported with electronic media, or must the operator use paper to support their mission; and should your electronic presentation be page-oriented, e.g., Portable Document Format (PDF), or a frame-based Interactive Electronic Technical Manual (IETM)? Remember, PDF will support most cases where hard copy (paper) documentation is needed for support based on mission and operating environment. Keep in mind, unless you're acquiring a Class III IETM or higher, your SOW **must** require the vendor to deliver the TMs in PDF.

The Operational Requirements Document (ORD) often is invaluable in answering many questions about what types of publications will be required and whether electronic or paper publications will best meet the needs of the soldier. Contact your Program Manager or maintenance engineer to get a copy of the ORD.

What part of the system life cycle is this SOW to support? For example, in the Engineering and Manufacturing Development phase you wouldn't buy DMWRs, but in Production and Deployment you would.

WRITING YOUR REQUIREMENTS

Be sure that what you ask for in the SOW is exactly what you want, because that is exactly what you are going to get.

Whenever there is a conflict between what you intended, and what is written in the SOW, what is written wins. Be precise in how you word your requirements. Whenever anything is open to interpretation, the contractor's interpretation of what you wrote wins. If you fail to include specific language in the SOW that you will verify the TMs by performing 100 percent of the operation and maintenance procedures, and insert faults to confirm the troubleshooting, and that vendor participation is required, the vendor may assume verification may be accomplished in some other way such as table-top review. Your SOWs must clearly state how you intend to verify. Without this clarity, you'll loose.

Whenever feasible, cite commercial standards. Appendix A lists several commercial standards that may apply to TM acquisition. However, there are always military unique requirements. Check the AMC Equipment Publications Procurement Document Control List. If you do not have one, you can access the list via the Logistics Support Activity (LOGSA) homepage, <http://www.logsa.army.mil>. Your Publications Control Officer (PCO) should also have copies. If all else fails, you can obtain copies from LOGSA, AMXLS-AP. By the way, TM Specifications and Standards can be cited, without a waiver, in contract packages. See the Bergmann memo at appendix B, which Army Standards Improvement Executive has endorsed.

Source material. Be sure you get everything the Government has paid for. Include a statement in the SOW that states that all material developed under the SOW can be used by the government. A sample statement follows:

The contractor shall package and deliver all source material, defined as operating plans, standard procedures, computer programs, and residual material to include computer disks, computer tapes, and all other media containing digital files developed to fulfill the requirements of this SOW. The contractor shall grant the Government unlimited rights to any and all data/products produced under this SOW.

Quality provisions. The quality portions of all specifications have been removed. However, since you are acquiring a product (TMs) you should invoke International Organizations for Standardization (ISO) 9001 to evaluate the contractor's processes to provide a quality product. You can also require the contractor to validate the material, you just can't tell him how, but he must validate nevertheless under the provisions of the ISO. Don't forget that you are ultimately responsible for the technical accuracy and therefore it is up to you to perform a verification. The AMC Pam 25-31 contains information on how you can prepare your verification plan. The following language may be used as guidance in preparing your quality requirements:

10.9 Quality Assurance. The contractor shall develop and implement a quality assurance plan IAW ISO 9001 to ensure the accuracy and adequacy of the data and data products (IETM). The Government reserves the right to review and comment on the contractor's plan and processes.

10.9.1 The contractor shall validate the technical accuracy and adequacy of all operating and maintenance procedures.

10.9.2 The Government reserves the right to witness the validation. However, Government observation of the validation will not necessarily constitute a verification of the material.

10.9.3. The contractor shall maintain records showing dates of validation reviews, material reviewed by task or action, findings with applicable remarks, and action taken IAW ISO 9001. The Technical Manager or designated representative reserves the right to examine these records at the contractor's facility.

10.9.4 Unless otherwise advised in writing through the Contracting Officer, verification by the Government will be performed at the contractor's facility. The verification timeframe will be mutually agreed upon by the Government and the contractor. The contractor shall provide all necessary resources to support the Government verification as outlined in paragraph 10.9.4.2.

10.9.4.1 The contractor shall correct all errors found in the SGML instance and graphics during verification, at no additional cost to the Government. After Government acceptance of the product, the Government reserves the right to require the contractor to correct all errors found in the manuscript at no

additional cost to the Government within the number of days specified in the final acceptance portion of this SOW.

10.9.4.2 The contractor shall support in the verification by the Government and shall provide at a minimum the following:

10.9.4.2.1 Provide equipment for displaying IETMs during the verification process.

10.9.4.2.2 Record and maintain records during the verification process.

10.9.4.2.3 Provide assistance to the Technical Manager or their designated representative during the verification, and provide the Government with a copy of the discrepancies revealed.

10.9.4.2.4 Make necessary corrections to discrepancies revealed during the verification process.

10.9.4.2.5 Provide the Technical Publications Representative or their designated representative with a report of the corrective actions taken.

10.9.4.2.6 Provide administrative support for completion of the verification.

Cost and status reports. If under a weapon system SOW, check that the necessary reports will be in the overall requirement, if not, add them. Check the Acquisition Management System and Data Requirements Control List for current DIDs. Recommended DIDs include DI-FNCL-80912, and DI-MGMT-80368. Remember, no cost report DID is required with fixed-price contracts; the cost is cited in the contract. You do need a cost DID, however, with cost-plus type contracts. These cost DIDs let you know how much money the vendor is spending and at what rate. They're a good management tool.

Delivery schedules. Write your schedule tied to life cycle events. For example you would have your start of work meeting within 30 days after contract award, but all other events so many days prior to or after events, e.g., *draft deliveries 45 days prior to Initial Operational Test and Evaluation (IOT&E).* Delivery schedules may be attachments referenced from block 16 of the DD Form 1423. Remember to coordinate with your Program Manager and make sure you identify all events involving

publications; e.g., Logistics Demonstration, User Test, etc. Once you've identified all events, make sure your SOW includes deliveries to support each one. Now, combine these deliveries with your "pure" publications events such as in-process reviews, verification, and final acceptance review and you'll have a complete list of delivery events. Also, we cannot stress this enough: make sure your SOW includes language that states inspection and acceptance of the publications will be made at **destination**. Without this, other Government Representative at the contractor's facility can accept, via DD Form 250, Material Inspection and Receiving Report, your publications and you're stuck with what they accept.

DOCUMENT SUMMARY LIST (DSL)

The DSL is where you list all the specifications, standards, handbooks, commercial standards, DIDs, etc., called out in the SOW. Also you assign the application category (mandatory or guidance) and provide the tailoring for the particular acquisition. Tailoring will not be the same for every acquisition, be sure you tailor your requirements to fit exactly what is needed and no more. Remember, tailoring is only by elimination of requirements. A sample DSL is contained at appendix C. Make sure you pay particular attention to the entry you make in block 9. Every Department of Defense element that generates technical data has the responsibility to ensure that all such data bears a distribution statement. This includes your DID deliveries such as status and cost reports. Because contractors are very sensitive about "pricing data" that could be used by competitors, if you are acquiring cost reports, we recommend that you assign a distribution statement code of B (Distribution authorized to U.S. Government agencies only) in block 9 of the Contract Data Requirements List (CDRL). By assigning code B, it will be difficult for other competing vendors to obtain cost information about your contractor.

When you build your delivery schedule, keep in mind that you must specify how long the Government has to provide comments, review, accept, etc. For example, "Government will provide comments within 30 days after completion of verification." These time lines must be clearly stated.

DD Form 1423 Contract Data Requirements List (CDRL)

This is the binding part of the contract. If it is not listed here, you don't get it. Instructions for filling out the CDRL

are printed on the back of the form.


Remember, DOD 5010.12-M, Procedures for the Acquisition and Management of Technical Data, requires that a separate Contract Line Item Number (CLIN) be established in the contract for TMs (Equipment Publications). (See Chapter 3, Acquisition of Data, paragraph D.) The DOD 5010.12-M applies to all Military Departments and its use is **mandatory!** By using a separate CLIN for TMs, we can more accurately determine and monitor contractor cost related to TM preparation; TM cost is not "hidden" within the hardware CLIN.

Normally, your prime data final deliveries (your publications/publications data) are delivered via DD Form 250, DD code in block 7. All other deliveries, such as drafts, cost, and status reports may be delivered via Letter of Transmittal, LT code in block 7. Samples of completed CDRL items are at appendix D.

The proponent of this pamphlet is the United States Army Materiel Command Logistics Support Activity (LOGSA). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, LOGSA, ATTN: AMXLS-AP, Redstone Arsenal, AL 35898-7466.

FOR THE COMMANDER:

OFFICIAL:


LEROY TILLERY
Chief, Printing and Publications
Branch

NORMAN E. WILLIAMS
Major General, USA
Chief of Staff

DISTRIBUTION:

Initial Distr H (44) 1 ea HQ Acty/Staff Ofc
LEAD (SIOLE-DO-I) (2)
AMCIO-I-SP stockroom (15)
Separate Reporting Activities(SRA) (2 ea)
AMCOM/AMSAM-RM-FD (4)
AMCOM/AMSAM-SMO (Library) (4)
ARL/AMSRL-CI-TG (4)
CBDCOM/AMSCB-CIH (4)
CECOM/AMSEL-IM-BM-I (4)
IOC/AMSIO-IMC (4)
LOGSA/AMXLS-IM (4)
SSCOM/AMSSC-S-IMS (4)
STRICOM/AMSTI-CS (4)
TACOM/AMSTA-RM-DCR (4)
TECOM/AMSTE-CT-N (4)
USASAC/AMSAC-IM-O (4)

Appendix A. Commercial Standards Listing

ISO 8879		1986
	Information Processing -- Text and Office Systems	
	-- Standard Generalized Markup Language (SGML)	
	Amendment 1	1988
ISO/IEC 8632 (MP)		
	Information Technology -- Computer	
	Graphics -- Metafile for the Storage and Transfer	
	of Picture Description Information	
ISO/IEC 8632-1:1992	Part 1: Functional Specification	
ISO/IEC 8632-2:1992	Part 2: Character Encoding	
ISO/IEC 8632-3:1992	Part 3: Binary Encoding	
ISO/IEC 8632-4:1992	Part 4: Clear Text Encoding	
ITU-T Group 4		1988
	Raster Graphics (was CCCIT Group 4)	
ANSI/ISO/ASQC Q9001		1994
	Quality Systems--Model for Quality Assurance in	
	Design, Development, Production, Installation and	
	Servicing	

Appendix B. Policy Memo

Policy Memo 98-1



November 4, 1997

MEMORANDUM FOR ARMY STANDARDS IMPROVEMENT EXECUTIVE,
MR. DALE ADAMS
NAVY STANDARDS IMPROVEMENT EXECUTIVE,
MR. DANIEL PORTER
AIR FORCE STANDARDS IMPROVEMENT EXECUTIVE,
MR. JAMES BAIR
DEFENSE LOGISTICS AGENCY STANDARDS IMPROVEMENT
EXECUTIVE, MR. THOMAS RIDGWAY

SUBJECT: Policy Memo 98-1, "Exemption from Waivers for Technical Manual
Specifications and Standards"

Effective immediately, detail military specifications and standards under the TMSS Standardization Area for technical manual specifications and standards will no longer require a waiver to cite them as requirements in solicitations or contracts. We are exempting detail technical manual specifications and standards from the waiver process because their requirements largely pertain to the operation and maintenance of equipment, and do not impact the design and manufacture of items. Although technical manual specifications and standards will no longer require a waiver for use, these documents should still be written using performance-based requirements to the maximum extent possible.

If you have any questions, my point of contact for this matter is Mr. Steve Lowell on DSN 761-9338 or (703) 681-9338.

/signed/
Walter B. Bergmann, II Chairman
Defense Standards Improvement Council

cc: DUSD(IA&I)
DepSOs
CALs (Dorothy Wright)
(THIS DOCUMENT IS AVAILABLE AT: <http://www.acq.osd.mil/es/std/memo98-1.htm>)

Appendix C. Sample Document Summary List

DOCUMENT SUMMARY LIST (DSL)

CONTRACTORS ARE ENCOURAGED TO OFFER SUGGESTIONS, COMMENTS, OR ALTERNATIVES TO THE DOCUMENTS CITED HEREIN. TAILORING, CATEGORY OF APPLICATION, REVISION LEVELS, AND THE DOCUMENTS CITED ARE ALL CANDIDATES.

Definition of Document Categories

1. Category 0 (Cat 0). The requirements contained in the directly cited document are nonmandatory and are for reference and information only.
 2. Category 1 (Cat 1). The requirements contained in the directly cited document are contractually applicable to the extent specified. All requirements contained in reference and subsequently referenced documents are contractually for guidance and information only, unless otherwise specified in the solicitation, contract, or contract modifications.
-

DD Form 1423 Definitions

Blocks 10, 11, 12, and 13: "Submit" means to deliver to the Government as specified in the shipping instructions for data which are located in section F of the contract.

Block 14: Regular/Repro Copies

Regular Copy - Blue-line, Black-line, Xerox-graphic (Originals of reports, plans, or routine data also fall into this definition).

Repro Copy - Multilith, Vellum, photographic negatives, etc. (Originals of drawings, Engineering Change Proposals (ECP), Engineering Release Records (ERR), technical publications).

Contractual Requirements of Data Item
Description (DID) DD Form 1664

Block 10 - Preparation Instructions. This block contains the only portion of the DID that represents a contractual requirement imposed on the contractor. All other blocks are for Government use and for reference and information only.

ALL REFERENCES TO SOURCE DOCUMENTS IN BLOCK 10 OF DATA ITEM DESCRIPTION ARE USED FOR REFERENCE AND INFORMATION ONLY.

Appendix C. Continued.

DOCUMENT SUMMARY LIST
FOR
XYZ SYSTEM

1.	ANSI/ISO/ASQC Q9001	Quality Systems-Model for Quality Assurance in Design, Development, Production, Installation, and Servicing	1 Aug 94
	Paragraph No. <u>3.2.1</u>		Category 1
	All provisions apply.		
2.	ISO 9660	Information Processing -- Volume and File Structure of CD-ROM for Information Interchange	3 Aug 96
	Paragraph No. <u>3.2.2</u>		Category 1
	All provisions apply.		
3.	DI-FNCL-80912	Performance and Cost Report	6 Oct 89
	Sequence No. <u>A002</u>		Category 1
	All provisions apply.		
4.	DI-MGMT-80368	Status Report	08 Jun 87
	Sequence No. <u>A004</u>		Category 1
	In para 10.1.2, delete (metric A4) in line one.		
	Delete para 10.2.2.1.b in its entirety.		
	Delete para 10.2.2.1.e in its entirety.		
5.	MIL-STD-40051	Department of Defense Standard Practice, Technical Manual Preparation	31 Jul 96

Appendix C. Continued.

Sequence No. A001 Category 1

See attachment 1 for tailoring and applicability matrix.

- | | | | |
|----|-------------------|--|-----------|
| 6. | MIL-STD-2361 (SC) | DoD Interface Standard,
Digital Publications
Development | 30 Jan 97 |
|----|-------------------|--|-----------|

Paragraph No. 3.2.2 Category 1

All provisions apply.

- | | | | |
|----|--------------------|--|-----------|
| 7. | MIL-PRF-63029D(AV) | Manuals, Technical:
Requirements for
Operator's Manuals
and Checklists for
Aircraft. | 23 Aug 96 |
|----|--------------------|--|-----------|

Sequence No. A004 Category 1

See attachment 1 for tailoring and applicability matrix.

- | | | | |
|----|---------------|--|----------|
| 8. | MIL-HDBK-1222 | Preferred Style and Format
for Army Technical Manuals | 9 Apr 97 |
|----|---------------|--|----------|

Paragraph No. 3.2.2 Category 0

All provisions apply for guidance only.

- | | | | |
|----|---------------|---|----------|
| 9. | MIL-STD-38784 | Standard Practice for
Manuals, Technical: General
Style and Format Requirements | 2 Jul 95 |
|----|---------------|---|----------|

Paragraph No. 3.2.2 Category 1

See attachment 1 for tailoring and applicability matrix.

Appendix D. CDRL Samples

CONTRACT DATA REQUIREMENTS LIST (2 Data Items)										Form Approved OMB No. 0704-0188	
Public reporting burden for this collection of information is estimated to average 220 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.											
A. CONTRACT LINE ITEM NO.			B. EXHIBIT		C. CATEGORY: TDP _____ TM <input checked="" type="checkbox"/> OTHER _____						
D. SYSTEM/ITEM				E. CONTRACT/PR NO.				F. CONTRACTOR			
1. DATA ITEM NO. A001		2. TITLE OF DATA ITEM SEE 16				3. SUBTITLE					
4. AUTHORITY (Data Acquisition Document No.) MIL-STD-40051				5. CONTRACT REFERENCE SOW PARA 3.2.2				6. REQUIRING OFFICE AMXXX-P			
7. DD 250 REQ DD		9. DIST STATEMENT REQUIRED SEE 16		10. FREQUENCY SEE 16		12. DATE OF FIRST SUBMISSION SEE 16		14. DISTRIBUTION			
8. APP CODE A		11. AS OF DATE SEE 16		13. DATE OF SUBSEQUENT SUBMISSION SEE 16		a. ADDRESSEE		b. COPIES			
						Draft		Final			
						Reg		Repro			
10. REMARKS See Attachment A (Supplemental Section)						15. TOTAL →					
1. DATA ITEM NO. A002		2. TITLE OF DATA ITEM Performance and Cost Report				3. SUBTITLE					
4. AUTHORITY (Data Acquisition Document No.) DI-FNCL-80912				5. CONTRACT REFERENCE SOW PARA 3.2.3				6. REQUIRING OFFICE AMXXX-P			
7. DD 250 REQ LT		9. DIST STATEMENT REQUIRED B		10. FREQUENCY SEE 16		12. DATE OF FIRST SUBMISSION SEE 16		14. DISTRIBUTION			
8. APP CODE N/A		11. AS OF DATE N/A		13. DATE OF SUBSEQUENT SUBMISSION SEE 16		a. ADDRESSEE AMXXX-P		b. COPIES			
						Draft		Final			
						Reg		Repro			
10. REMARKS Items 10,12,13, and 14. Reports shall be submitted NLT 10 calendar days after the first of each month for the previous months activity. Reports shall be submitted each month of the contract period.						0		1		0	
						0		1		0	
15. TOTAL →						0		1		0	
G. PREPARED BY Sam O. Waterman				H. DATE 19 June 1978		I. APPROVED BY Kathy Lynn Dudd				J. DATE 19 Jun 78	

DD Form 1423-2, JUN 90

PREVIOUS EDITIONS ARE OBSOLETE.

Page ____ of ____ Pages

USAPPC V2.00

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

AMC-P 25-35

Appendix D. (Continued)

CONTRACT DATA REQUIREMENTS LIST (2 Data Items)						Form Approved OMB No. 0704-0188	
<small>Public reporting burden for this collection of information is estimated to average 220 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.</small>							
A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY: TDP _____ TM <input checked="" type="checkbox"/> OTHER _____			
D. SYSTEM/ITEM			E. CONTRACT/PR NO.		F. CONTRACTOR		
1. DATA ITEM NO. A003	2. TITLE OF DATA ITEM SEE 16			3. SUBTITLE			
4. AUTHORITY (Data Acquisition Document No.) MIL-PRF-63029D(AV)			5. CONTRACT REFERENCE SOW PARA 3.2.2		6. REQUIRING OFFICE AMXXX-P		
7. DD 250 REQ DD	9. DIST STATEMENT REQUIRED	10. FREQUENCY SEE 16	12. DATE OF FIRST SUBMISSION SEE 16	14. DISTRIBUTION			
8. APP CODE A	SEE 16	11. AS OF DATE SEE 16	13. DATE OF SUBSEQUENT SUBMISSION SEE 16	a. ADDRESSEE		b. COPIES	
				Draft		Reg	Final Repro
16. REMARKS See Attachment A (Supplemental Section)				SEE 16			
				15. TOTAL →			
1. DATA ITEM NO. A004	2. TITLE OF DATA ITEM Status Report			3. SUBTITLE			
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80368			5. CONTRACT REFERENCE SOW PARA 3.2.3		6. REQUIRING OFFICE AMXXX-P		
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY SEE 16	12. DATE OF FIRST SUBMISSION SEE 16	14. DISTRIBUTION			
8. APP CODE N/A	B	11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION SEE 16	a. ADDRESSEE		b. COPIES	
				Draft		Reg	Final Repro
16. REMARKS Items 10,12,13, and 14. Reports shall be submitted NLT 10 calendar days after the first of each month for the previous months activity. Reports shall be submitted each month of the contract period.				AMXXX-P			
				15. TOTAL →			
				0 1 0			
G. PREPARED BY <i>Leon O. Waterman</i>		H. DATE 19 June 1998		I. APPROVED BY <i>Kristy Lynn Dudd</i>		J. DATE 19 Jun 98	

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

DD Form 1423-2, JUN 90

PREVIOUS EDITIONS ARE OBSOLETE.

Page _____ of _____ Pages USAPPC V2.00

Appendix D. (Continued)

INSTRUCTIONS FOR COMPLETING DD FORM 1423 (See DoD 5010.12-M for detailed instructions.)	
<p style="text-align: center;">FOR GOVERNMENT PERSONNEL</p> <p>Item A. Self-explanatory.</p> <p>Item B. Self-explanatory.</p> <p>Item C. Mark (X) appropriate category: TDP - Technical Data Package; TM - Technical Manual; Other - other category of data, such as "Provisioning," "Configuration Management", etc.</p> <p>Item D. Enter name of system/item being acquired that data will support.</p> <p>Item E. Self-explanatory (to be filled in after contract award).</p> <p>Item F. Self-explanatory (to be filled in after contract award).</p> <p>Item G. Signature of preparer of CDRL.</p> <p>Item H. Date CDRL was prepared.</p> <p>Item I. Signature of CDRL approval authority.</p> <p>Item J. Date CDRL was approved.</p> <p>Item 1. See DoD FAR Supplement Subpart 4.71 for proper numbering.</p> <p>Item 2. Enter title as it appears on data acquisition document cited in Item 4.</p> <p>Item 3. Enter subtitle of data item for further definition of data item (optional entry).</p> <p>Item 4. Enter Data Item Description (DID) number, military specification number, or military standard number listed in DoD 5010.12-L (AMSDL), or one-time DID number, that defines data content and format requirements.</p> <p>Item 5. Enter reference to tasking in contract that generates requirement for the data item (e.g., Statement of Work paragraph number).</p> <p>Item 6. Enter technical office responsible for ensuring adequacy of the data item.</p> <p>Item 7. Specify requirement for inspection/acceptance of the data item by the Government.</p> <p>Item 8. Specify requirement for approval of a draft before preparation of the final data item.</p> <p>Item 9. For technical data, specify requirement for contractor to mark the appropriate distribution statement on the data (ref. DoD 5230.24).</p> <p>Item 10. Specify number of times data items are to be delivered.</p> <p>Item 11. Specify as-of date of data item, when applicable.</p> <p>Item 12. Specify when first submittal is required.</p> <p>Item 13. Specify when subsequent submittals are required, when applicable.</p> <p>Item 14. Enter addressees and number of draft/final copies to be delivered to each addressee. Explain reproducible copies in Item 16.</p> <p>Item 15. Enter total number of draft/final copies to be delivered.</p> <p>Item 16. Use for additional/clarifying information for Items 1 through 15. Examples are: Tailoring of documents cited in Item 4; Clarification of submittal dates in Items 12 and 13; Explanation of reproducible copies in Item 14.; Desired medium for delivery of the data item.</p>	<p style="text-align: center;">FOR THE CONTRACTOR</p> <p>Item 17. Specify appropriate price group from one of the following groups of effort in developing estimated prices for each data item listed on the DD Form 1423.</p> <p style="padding-left: 20px;">a. Group I. Definition - Data which is not otherwise essential to the contractor's performance of the primary contracted effort (production, development, testing, and administration) but which is required by DD Form 1423.</p> <p style="padding-left: 40px;">Estimated Price - Costs to be included under Group I are those applicable to preparing and assembling the data item in conformance with Government requirements, and the administration and other expenses related to reproducing and delivering such data items to the Government.</p> <p style="padding-left: 20px;">b. Group II. Definition - Data which is essential to the performance of the primary contracted effort but the contractor is required to perform additional work to conform to Government requirements with regard to depth of content, format, frequency of submittal, preparation, control, or quality of the data item.</p> <p style="padding-left: 40px;">Estimated Price - Costs to be included under Group II are those incurred over and above the cost of the essential data item without conforming to Government requirements, and the administrative and other expenses related to reproducing and delivering such data item to the Government.</p> <p style="padding-left: 20px;">c. Group III. Definition - Data which the contractor must develop for his internal use in performance of the primary contracted effort and does not require any substantial change to conform to Government requirements with regard to depth of content, format, frequency of submittal, preparation, control, and quality of the data item.</p> <p style="padding-left: 40px;">Estimated Price - Costs to be included under Group III are the administrative and other expenses related to reproducing and delivering such data item to the Government.</p> <p style="padding-left: 20px;">d. Group IV. Definition - Data which is developed by the contractor as part of his normal operating procedures and his effort in supplying these data to the Government is minimal.</p> <p style="padding-left: 40px;">Estimated Price - Group IV items should normally be shown on the DD Form 1423 at no cost.</p> <p>Item 18. For each data item, enter an amount equal to that portion of the total price which is estimated to be attributable to the production or development for the Government of that item of data. These estimated data prices shall be developed only from those costs which will be incurred as a direct result of the requirement to supply the data, over and above those costs which would otherwise be incurred in performance of the contract if no data were required. The estimated data prices shall not include any amount for rights in data. The Government's right to use the data shall be governed by the pertinent provisions of the contract.</p>

Appendix D. (Continued)

Attachment A, Supplemental Section

This is used to delineate the requirements for the support of your system. This should contain the specification matrix and the delivery schedules tied to milestone events. Since it is a part of the DD Form 1423, it becomes a binding part of the contract. An example follows:

Specification Matrix:

Publication	Specification(s)
TM 1-2345-678-10	MIL-PRF-63029, MIL-STD-38784
TM 1-2345-678-CL	MIL-PRF-63029, MIL-STD-38784
TM 1-2345-678-23&P	MIL-STD-40051, MIL-STD-2361, MIL-HDBK-1222
TM 1-2345-678-BD	MIL-PRF-87158, MIL-STD-38784
DMWR 1-2345-678-(1 THROUGH 37)	MIL-STD-40051, MIL-STD-2361, MIL-HDBK-1222

ETC.

Delivery Schedule

Item	Date
PDEPs	60 days prior to User Testing
DEPs	160 days prior to First Unit Equipped (FUE) (to support verification and time for corrections)
FDEPs	100 days prior to FUE (for final review and acceptance and to allow authentication cycle time)
Initial draft DMWRs	120 days after FUE
Draft DMWRs	180 days after FUE (to support verification and time for corrections)

Appendix D. (Continued)

Final DMWRs 245 days after FUE

Final Delivery

BLOCK 9. The distribution statement on the manual shall be as determined by the system security classification guide, export control laws, and applicable Army regulations.

BLOCKS 10, 12, 13, 14, 15, and 16:

1. Delivery schedules. See schedule above.
2. Final Copies. One set of files (*PDF and associated files and/or all IETM related files with the DTD*) for each manual prepared under this contract shall be delivered via ISO 9660 compliant CD ROM by DD Form 250. Government acceptance will be within 30 working days after receipt unless any material is rejected. In the event final material is rejected, the rejection will be made by official letter, including specific comments, from the contracting officer to the contractor. The contractor shall correct all deficiencies and furnish the corrected material within 10 working days after notification that correction is required. Resubmission of reworded material shall be made by DD Form 250 with the comment that the material is reworked.